

How to Check Rental References for a UCSC Student

Students must submit a UCSC Reference Release Form to the UCSC Campus Housing Office to allow potential landlords to check references. Once submitted you can:

Call the **Campus Housing Office** at (831) 459-2394 to obtain information about an applicant's housing contract, amount of rent paid and timely payment of housing fees as a tenant at the University.

Call the applicant's **College/Residential Life Office** to obtain information about their eligibility to return to University Housing, which implies the nature of the applicant's conduct during their tenancy.

Name of College: _____ Res-life office phone #: _____

Dates/years in residence: _____

Print Name: _____ Student ID#: _____

Contact **individual UCSC employees** such as supervisors, professors and teaching assistants, as provided by the applicant, to learn about the applicant's character, maturity and/or academic standing. Students also need to give a copy of the UCSC Reference Release form to these individuals.

Name: _____ Department: _____

Relationship: _____ Phone: (_____) _____

Name: _____ Department: _____

Relationship: _____ Phone: (_____) _____

Note to Students:

Have you turned in a UCSC Reference Release form to the Campus Housing Office, your on-campus supervisor, and/or any other UCSC individuals you wish to use as a reference? YES NO

Use this form to:

- Give instructions to potential landlords on how to check your on-campus references.
- Provide detailed information necessary for landlords to check Campus Housing and your Res-Life Office.
- Provide detailed information necessary for landlords to check *other individual UCSC employee* references.
- Let the landlord know if you turned in the UCSC Reference Release Form to the Campus Housing Office.